

Rich,

I have returned from this business trip, where I was an instructor for the Certified Inspector General Auditor® Certification Course presented by the Inspector General Institute® February 26, 2015 in Virginia Beach, VA (<http://inspectorgeneral.org/institutes/>).

The agenda is attached, showing that I taught four classes on subject matters I am involved with in my City position (Interview Techniques, Supervising Audit Staff, Planning and Performing the Audit, and Risk-Based Audit Planning).

I was not in a position to give preference to any attendees from the City and the attendees were not in a position to take advantage of my instruction in any dealings with the City. The Institute is reimbursing me for my travel expenses including airfare, ground transportation, hotel, and per diem. There is no honorarium or other payment.

Thank you
Lise Valentine
City of Chicago Office of Inspector General



Association of Inspectors General

Inspector General Institute TM ®
Certified Inspectors General Auditor® (CIGA)
February 23—February 27, 2014
Virginia Beach, VA

Thursday, February 26, 2015

8:00-10:00AM	Planning and Performing the Audit	Lise Valentine
10:00-12:00PM	Interview Techniques	Lise Valentine
12:00-1:00PM	Lunch	
1:00-2:00PM	Peer Review	Sheryl Steckler and Tom Caulfield
2:00-3:30PM	Risk Based Audit Planning	Lise Valentine
3:30-5:00PM	Supervising Audit Staff	Lise Valentine